
Eligibility Requirements

➤ **§ 58.1-439.20 of the Code** *"In order for a proposal to be approved, the applicant neighborhood organization and any of its affiliates shall meet the requirements of the application regulations or guidelines.*

- "Affiliate" means with respect to any person, any other person directly or indirectly controlling, controlled by, or under common control with such person. For purposes of this definition, "control" (including controlled by and under common control with) shall mean the power, directly or indirectly, to direct or cause the direction of the management and policies of such person whether through ownership or voting securities or by contract or otherwise.

To be eligible to participate in the program, the neighborhood organization and any of its affiliates must meet the below requirements:

- The applicant and any of its affiliates is a local, regional or statewide organization whose primary function is providing neighborhood assistance and hold a ruling from the IRS that the organization exempt from income taxation under the provisions of § 501(c)(3) and 501(c)(4) IRS code of 1986.
- The applicant must have been in operation providing neighborhood assistance for low-income persons or an eligible student with a disability for at least 12 months.

- The applicant's and any of its affiliates' - audit, review or compilation must not contain any significant findings or areas of concern for the ongoing operation of the neighborhood organization.
- DSS applicants and any of its affiliates must demonstrate at least 75 percent of total revenue received is expended to support their ongoing programs each year.
- Applicants and any of its affiliates must demonstrate at least 50 percent of the people served are low-income or an eligible student with a disability.
- DSS applicants and any of its affiliates must demonstrate at least 50 percent of the total expenditures are used for a low-income person or an eligible student with a disability.
- DOE applicants and any of its affiliates must demonstrate that at least 50 percent of the total revenues are used to provide services to low-income persons or an eligible student with a disability.
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Application Documents

- A copy of the organization's 501(c)(3) (4) status documentation
- A copy of the organization's most recent year ended audit, review or compilation.
- An audit or review is required if the organization's revenue (including the value of all donations) is in excess of \$100,000.
- A compilation (detailed financial statements) is required if the organization's revenue is \$100,000 or less.
- A copy of the organization's current federal form 990
- A copy of the organization's VDACS document or exemption letter
- A copy of the organization's brochure, pamphlet or flyer detailing their programs.

The following information must also be submitted for the affiliate by the deadline, if applicable.

- A completed Attachment A and Attachment A(1)
- Attachment H (DOE applicant)
- Attachment F & G, if applicable (DSS applicants)
- A copy of the affiliate's most recent year ended audit, review or compilation.
- A copy of the affiliate's federal form 990

***All attachments referenced above are part of the NAP Application

For information on the **Code of Virginia** pertaining to the *Neighborhood Assistance Act Tax Credit program*, [§ 58.1-439.20 - § 58.1-439.24](#), visit <http://lis.virginia.gov/>